



Application for General Permit to  
Discharge Stormwater Associated with  
**Construction Activity**  
(Notice of Intent)

☐ Change of Information

Permit # SO3-00\_\_ \_\_ \_\_ \_\_

Print legibly in ink or type. Please read NOI Instructions before completing this form.

(All correspondence will be mailed here)

**I. Contact Person**

**II. Owner/Representative of Site**

Contact Name	Phone No. + Ext	Owner's Name	Phone No. + Ext
Title	Cell No.	Title	
Company		Company Name	
		UBI No.	
Mailing Address		Mailing Address	
City	State Zip + 4	City	State Zip + 4
Email address	Fax No.	Email address	Fax No.

**III. Site Location/Address**

**IV. Billing Address**

Site Name	Contact Name	Phone No. + Ext
Street Address (or Location Description)	Title	
	Company Name	
City (or nearest city)	Zip	Mailing Address
County	City	State Zip + 4
Provide legal description if no address for site (attach separate sheet if necessary).		

**V. Receiving Water Information** (check all that apply)

A. **Does your construction site discharge stormwater to:**

- ☐ Storm drain system - Owner of storm drain system (name) : \_\_\_\_\_
- ☐ Indirectly or directly to surface waters: ☐ River ☐ Lake ☐ Creek ☐ Estuary ☐ Ocean ☐ Wetland
- ☐ Directly to ground waters of Washington state: ☐ Dry Well ☐ Drainfield ☐ Other

B. **Name(s) of receiving water(s):** \_\_\_\_\_

Initial discharge is to an unnamed receiving water? ☐ Yes ☐ No (☐ Ditch ☐ Wetland ☐ Unnamed Stream)

C. **Location of discharges.** (Use all of the following to identify location of discharge. Attach a supplemental sheet if more than one discharge point and/or numerous receiving waters.):

- Map enclosed (Mark discharge point on map and provide distance from receiving water.)
- Specify degrees, minutes, and seconds. List receiving waters.
 

Section: _____ Township: _____ Range: _____	_____
Section: _____ Township: _____ Range: _____	_____
Section: _____ Township: _____ Range: _____	_____
- Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_  
 Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_  
 Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

## VI. Construction Activity Information

1. Total size of site: \_\_\_\_\_ acres      Total area to be disturbed: \_\_\_\_\_ acres      How many phases? \_\_\_\_\_
2. Will any portion of the project be sold to private developers? ☐ Yes      ☐ No
3. Projected startup date: \_\_\_\_\_      Proposed completion date: \_\_\_\_\_
4. Will there be dewatering activity? ☐ Yes      ☐ No
- If YES, give brief description of location of such activity and how water will be disposed of: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Check all construction (soil disturbing activities) that applies. Attach a supplemental sheet if necessary

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Clearing       | <input type="checkbox"/> Homes (how many)<br>➢ Condominiums _____ | <input type="checkbox"/> Landscaping     | <input type="checkbox"/> Stormwater Facilities |
| <input type="checkbox"/> Demolition     | ➢ Multi-family _____  | <input type="checkbox"/> Parks           | <input type="checkbox"/> Trails                |
| <input type="checkbox"/> Exporting Soil | ➢ Single-family _____   | <input type="checkbox"/> Piping Systems  | <input type="checkbox"/> Utilities             |
|   | ➢ Town homes _____  | <input type="checkbox"/> Retaining Walls | <input type="checkbox"/> Other: _____          |
| <input type="checkbox"/> Filing Wetland | <input type="checkbox"/> Importing Soil                           | <input type="checkbox"/> Roads/Streets   | <input type="checkbox"/> Other: _____          |
| <input type="checkbox"/> Grading        | <input type="checkbox"/> Industrial Buildings<br>➢ Type: _____    | <input type="checkbox"/> Stockpiling     | <input type="checkbox"/> Other: _____          |
|   | ➢ Site: _____   |  |  |

## VII. Stormwater Pollution Prevention Plan (SWPPP)

**A. Best Management Practices (BMPs)** (check all that apply). Attach supplemental list if needed to include other BMPs.

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Berms              | <input type="checkbox"/> Diverted Flows               | <input type="checkbox"/> Plastic Covering      | <input type="checkbox"/> Swale            |
| <input type="checkbox"/> Check Dams         | <input type="checkbox"/> Hydroseed                    | <input type="checkbox"/> Polyacrylamides       | <input type="checkbox"/> Terracing        |
| <input type="checkbox"/> Chemical Treatment | <input type="checkbox"/> Interceptor Trenches/Ditches | <input type="checkbox"/> Riprap Channel Lining | <input type="checkbox"/> Vegetated Strips |
| <input type="checkbox"/> Culverts           | <input type="checkbox"/> Kiln Dust                    | <input type="checkbox"/> Sediment Pond         | <input type="checkbox"/> Wheel Wash Area  |
| <input type="checkbox"/> Detention Pond     | <input type="checkbox"/> Mulching                     | <input type="checkbox"/> Silt Fencing          | <input type="checkbox"/> Other: _____     |
| <input type="checkbox"/> Dikes              | <input type="checkbox"/> Nets and Blankets            | <input type="checkbox"/> Slope Reduction       | <input type="checkbox"/> Other: _____     |
| <input type="checkbox"/> Dust Control       | <input type="checkbox"/> Pipes                        | <input type="checkbox"/> Straw Bales           | <input type="checkbox"/> Other: _____     |

**B. Stormwater Pollution Prevention Plan (SWPPP)**

Has a SWPPP been developed that includes a narrative and drawings? ☐ Yes      ☐ No

If NO, will a plan be developed prior to the start of construction? ☐ Yes      ☐ No

A permit cannot be issued unless the permittee indicates that the SWPPP is completed or certifies that it will be developed prior to the commencement of the construction activity

## VIII. State Environmental Policy Act (SEPA)

SEPA requirements must be complied with prior to submittal of the stormwater permit application. If exempt, provide documentation that justifies SEPA exemption.

Has a SEPA review been completed? ☐ Yes      ☐ No      ☐ Exempt

Type of SEPA document: ☐ DNS      ☐ Final EIS      ☐ MDNS      ☐ Supplemental      ☐ Addendum

Agency issuing DNS, Final EIS, Supplemental, Addendum, or Exemption: \_\_\_\_\_

Date: \_\_\_\_\_ Supplemental Date: \_\_\_\_\_ Addendum Date: \_\_\_\_\_

Are you aware of an appeal of the adequacy of the SEPA document? ☐ Yes      ☐ No

If YES, please attach explanatory letter.

## IX. Public Notice

The public notice must be published at least **once** each week for **two** consecutive weeks, in a **single** newspaper of general circulation in the county in which the construction is to take place. See the NOI instructions for the public notice language requirements. Permit coverage will not be granted sooner than **31 days** after the date of the second public notice.

**Note:** Submit the NOI and public notice to Ecology before the date of the first public notice. The NOI and public notice may be faxed to (360) 407-6426 or sent via email to [imat461@ecy.wa.gov](mailto:imat461@ecy.wa.gov). The public notice may also be typed separately as an attachment.

### PUBLIC NOTICE

\_\_\_\_\_  
(Name of owner; or name of owner % engineering firm, architect, etc).

\_\_\_\_\_  
(Address of owner or % Representative is seeking coverage under the Washington Department of Ecology's NPDES General Permit for Stormwater Discharges Associated with Construction Activities.

The proposed \_\_\_\_\_ (Total acres) project, known as \_\_\_\_\_ (Project name) is located at

\_\_\_\_\_  
(Street address, intersection, crossroads, or other descriptive site location) in \_\_\_\_\_ (Name of nearest city). Approximately \_\_\_\_\_ (Number of disturbed acres) will be disturbed for construction of \_\_\_\_\_

\_\_\_\_\_  
(List all construction activity, e.g., clearing, grading, stockpiling (approx c.y. and location), importing/exporting materials (c.y.), demolition, grading, stormwater facilities, roads, utilities, number buildings/homes and type, sidewalks, landscaping.) Stormwater will be

\_\_\_\_\_  
(Brief description of how the stormwater will be cleaned and controlled),  
prior to discharging \_\_\_\_\_

\_\_\_\_\_  
(Clarify the direction of the stormwater flows; include distance to receiving waters. List wetlands, unnamed and named receiving waters and storm drains; clarify if buffers will be used to protect sensitive water bodies.)

Any person desiring to present their views to the Department of Ecology concerning this application may notify Ecology in writing within 30 days from the last date of publication of this notice.

Comments may be submitted to:

Washington Department of Ecology  
Water Quality Program  
Stormwater Unit - Construction  
PO Box 47696  
Olympia, WA 98504-7696

Provide the exact dates (mm/dd/yy) that the first and second public notices will appear in the newspaper:

Date of the first notice \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of second notice \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of the newspaper that will run the public notices: \_\_\_\_\_

*Ecology is no longer requiring the submittal of the affidavit of publication.*

**Complete the above public notice information or provide a copy of the notice to be published.**

## X. Regulatory Status

☐ NPDES Permit (e.g., industrial stormwater or individual NPDES) Permit No: SO3 \_\_\_\_\_ or WA \_\_\_\_\_

☐ State Waste Discharge Permit No (ground discharge): ST \_\_\_\_\_

☐ Air Notice of Construction, Permit, or Order Agency: \_\_\_\_\_

☐ State/USEPA Hazardous Waste ID No: \_\_\_\_\_

## XI. Certification of Permittee(s)

*"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."*

\_\_\_\_\_  
Owner/Representative's Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Owner/Representative's Signature

\_\_\_\_\_  
Date

Sign and return this document to the following address:

Washington Department of Ecology  
Water Quality Program  
Stormwater Unit - Construction  
PO Box 47696  
Olympia, WA 98504-7696

For questions, please call (360) 407-6437 or send email to [lm461@ecy.wa.gov](mailto:lm461@ecy.wa.gov).

*If you need this information in an alternate format, please contact us at 360-407-6401. If you are a person with a speech or hearing impairment, call 711 or 800-833-6388 for TTY.*

# How to apply for a General Permit to Discharge Stormwater Associated with Construction Activity

## Introduction

These instructions will help you prepare an application, referred to as Notice of Intent (NOI), for coverage under a National Pollutant Discharge Elimination System (NPDES) General Permit for stormwater discharges associated with construction activity in the state of Washington. This NPDES General Permit (general permit) applies to stormwater discharges to surface waters and to storm drains.

Municipalities of less than 100,000 population need to apply for construction sites that they own or operate.

Owners of construction sites of fewer than five acres, or those that will retain onsite and discharge to the ground all stormwater associated with construction activity, are **not** required to apply for coverage under the construction stormwater general permit.

## Who Must Apply

- The owner of a construction site where five acres or more of total land area will be disturbed must apply for coverage under the general permit if there will be a discharge of stormwater associated with construction activity to a surface water or to a storm drain.
- At sites for which a lease, easement, or other use agreement has been obtained from the site owner, the entity obtaining the use agreement must apply. In cases where the owner(s) of a site is (are) represented by a developer, the developer should apply.
- At sites where fewer than five acres of total land area will be disturbed, the owner is not required to apply unless the construction is “part of a larger common plan of development or sale.” “Part of a larger common plan of development or sale” means a contiguous area where multiple separate and distinct construction activities may be taking place at different times on different schedules under one plan.
- Industrial facilities already covered by the Industrial Baseline General Permit for their industrial activity that are planning construction which will disturb five or more acres of total land area, must complete this NOI.

## When to Apply

The NOI shall be submitted to Ecology on or before the date of the first public notice and at least 38 days prior to the start of construction activities (see Section IX). Ecology must have the permit application during the public comment period in order to provide the public access to the applications as required by WAC 173-226-130(5).

**Note:** Ecology cannot grant permit coverage until 31 days **after** the date of the **second** Public Notice.

Upon receipt of a complete NOI, Ecology will notify the applicant by mail of confirmation of coverage under the permit. The confirmation will be mailed on the 31<sup>st</sup> day after the second public notice date. An NOI is only deemed complete after a final SEPA determination has been made, the applicant has certified that a SWPPP will be developed prior to the start of construction, the 30-day public comment period has been satisfied, and all other NOI information has been supplied. If public comments are

submitted to Ecology as a result of the public notice, Ecology will request the applicant to submit a written response to the public comments prior to issuance of the permit. Coverage will begin on the date

of Ecology's written authorization or will automatically commence on the date specified in Ecology's letter.

**Where to Apply**

Mail the *signed* NOI to the following office:

Washington Department of Ecology  
Water Quality Program  
Stormwater Unit - Construction  
P.O. Box 47696  
Olympia, WA 98504-7696

Applicants who discharge stormwater associated with construction activity to a storm drain operated by any of the following municipalities must also submit a copy of the NOI to the municipality: Seattle, King County, Snohomish County, Tacoma, Pierce County, Clark County, Spokane County, and Washington State Department of Transportation.

**Fees**

There is no application fee. You will be billed for permit fees after the permit is issued. Call (360) 407-6425 or send email to [bpos461@ecy.wa.gov](mailto:bpos461@ecy.wa.gov) for questions relating to fees.

## Instructions for Completing the Notice of Intent

The Notice of Intent (NOI) is an official document committing the permittee to compliance with the requirements of the General Permit. It should be completed accurately, completely and legibly.

**Please print in ink or type.**

**Change of Information:** Check this box if information included in a previously submitted NOI application in which permit coverage was granted has changed. An example of a change could be a new owner, new contact person, billing address, or total area to be disturbed. Include your assigned permit number in the upper right hand corner of the NOI. Your assigned number is on the confirmation of coverage letter from Ecology. Complete only those sections of the NOI that require changes. Please submit a transmittal letter which confirms/explains the change of information in the NOI.

**Permit Number:** Use only if you are reporting a “Change of Information” or transferring ownership of permit.

### Section I. Contact Person

Give the name, address, telephone number and extension, cell phone number, and fax number of a local person who is available 24 hours a day to respond to emergencies, and to inquiries or directives from Ecology. The contact person should be someone who is completely familiar with the site and charged with overseeing compliance with the permit requirements. This person could be an employee, a consultant, a developer, or a contractor.

### Section II. Owner/Representative of Site

Give the name, address, telephone number and extension, cell phone number, and fax number of the person, company, firm, public corporation, municipality or any other entity which owns or legally represents the site. If the owner is the same as the contact person, enter “same as contact person” on the first line. The permit and all other correspondence will be sent to this address. An exception to this information is the billing address.

Unified Business Identifier (UBI). A UBI number is a nine digit number that is assigned to your business when you apply for a business license. Private individuals constructing their residence may not have a UBI number. Leave UBI information blank if it does not apply. For more information on UBI number, visit the State Record State Business Records Database site at <http://prd.dor.wa.gov>.

### Section III. Site Address

Enter the street address or location description (*e.g.*, Intersection of B & C streets) for the construction site. Also include the county. Construction sites which do not have a street address must also provide a legal description of the location, either in the space provided or as an attachment.

### Section IV. Billing Address

Indicate where the annual and final permit fee invoices should be sent. Also provide a contact person who can answer any questions on the billing invoices.

### Section V. Receiving Water Information

**Part A.** Check the appropriate boxes for receiving water information for the stormwater discharges from the construction site.

**Part A.1.** Check this box if stormwater leaving your site enters a storm drain system, and indicate the name of the owner of the storm drain system such as a municipality, flood control district, utility or private entity (*e.g.*, industrial park).

**Part A.2.** Check this box if stormwater flows directly or indirectly into or over adjacent properties, through ditches or right-of-ways to surface waters of the state; the definition of a surface water includes lakes, rivers, ponds, streams, salt waters, and wetlands.

**Part A.3.** Check this box if stormwater from your site is discharged to the ground. Indicate by what method by checking one of the three choices. If you discharge stormwater *only* to the ground, you are not required to apply for coverage under the general permit.

**Part B.** Indicate the name of the first downstream receiving water(s) which has an assigned name. If stormwater is discharged to more than one receiving water, the names of each receiving water must be listed. Indicate whether the stormwater is initially discharged to an unnamed receiving water(s) prior to flowing into the named receiving water(s) by placing a check in the appropriate box. If the discharge is to an unnamed surface water which does not eventually drain to a named surface water (*e.g.*, a pond with no outlet), enter a description of the receiving water (*e.g.*, ponds, creek, etc.) and check “Yes.”

**Part C.** Identify the points or areas of stormwater discharge. Provide the latitude and longitude for each point discharge. If you are not able to provide that information, provide the section, township and range information and locate your discharge on a map of sufficient scale and accuracy to identify the points of discharge and distance from receiving water(s); provide name of water body. If you discharge to a stormwater drainage system, identify where the points of discharge are for the drainage system; give name of receiving water.

## **Section VI. Construction Activity Information**

Give the total land area in acres and total area that will be disturbed during all phases of the construction project. This includes all clearing, grading, and excavating, and any other activity that disturbs the surface of the land. Include how many phases. Once the site is prepared for development (for example utilities and roads installed) will the project be sold? (Once you are no longer responsible for the site, request the permit be canceled by submitting a termination form. If one builder assumes ownership for the entire site, the stormwater permit can be transferred. A transfer request form and an updated application is required.)

Give the projected month/year when the construction activity will begin, and the anticipated month/year of completion of all soil disturbing and soil stabilization activity.

Notify Ecology if dewatering is planned or chemical treatment will be used as a BMP.

Mark all soil disturbing activity anticipated. Add to the list activities that are pertinent to your project.

## **Section VII.A. Best Management Practices**

Indicate how the stormwater will be cleaned and controlled before it discharges to storm drains and receiving waters. (This includes ditches and wetlands.)

## **Section VII.B. Stormwater Pollution Prevention Plan (SWPPP)**

Applicants must develop and implement the SWPPP before beginning construction activities. Applicants may indicate completion of the SWPPP on the NOI form or certify that development of a SWPPP will occur before construction begins. If this is not done, Ecology must be notified that a SWPPP will be developed prior to the start of construction before permit coverage can be granted.

A stormwater pollution prevention plan (SWPPP) for construction sites is a documented plan primarily intended to control erosion and sedimentation caused by construction activity. These plans are not submitted to Ecology (unless Ecology requests you to submit a copy of the SWPPP), but kept on-site or within reasonable access to the site, to be made available to Ecology and local governmental agencies upon request.



## Section VIII. State Environmental Policy Act (SEPA) Compliance

Ecology cannot cover the applicant under the General Permit until the following SEPA information has been provided and the SEPA process has been satisfied. Do not submit your permit application or publish the public notices until SEPA is final and SEPA appeals related to environmental issues have been resolved.

Provide the following information:

- Whether SEPA review has been completed or the project is exempt.
- The type of SEPA document prepared, *i.e.*, a Determination of Nonsignificance (DNS) or a Final Environmental Impact Statement (EIS). The name of the agency that issued the DNS or the Final EIS, or that decided the project was exempt from SEPA. Usually this agency is a representative of local government such as a city or county.
- Provide the date the agency issued the DNS or Final EIS.
- Whether you are aware of an administrative or judicial appeal of the adequacy of the SEPA document. If you check the “yes” box, provide a letter explaining the issues and status of the appeal.

If necessary, the SEPA follow-up information may be supplied in writing after submission of the NOI.

## Section IX. Public Notice

The applicant must complete the 30-day public notice requirement prior to receiving permit coverage. The notice must be published at least **once** each week for **two** consecutive weeks, in a **single** newspaper of general circulation in the county in which the construction is to take place. It must include the following information:

- A statement that the applicant is seeking coverage under the Washington Department of Ecology's NPDES General Permit for Stormwater Discharges Associated with Construction Activities;
- The name, address and location of the construction site;
- The name and address of the applicant;
- A description of the applicant's construction activities and areas from which a stormwater discharge, temporary Best Management Practices (BMPs) and name(s) of receiving water(s); and
- This statement: “Any person desiring to present their views to the Department of Ecology concerning this application, or interested in the department's action on this application may notify the Department of Ecology in writing within 30 days of the last date of publication of this notice. Comments can be submitted to: Department of Ecology, Water Quality Program, Stormwater Unit - Construction, PO Box 47696, Olympia, WA 98504-7696.”

### Please note:

- ✓ Ecology is no longer requiring the submittal of the affidavit of publication. However, a typed copy of what will be submitted to the newspaper must be sent along with the NOI. The dates that the first and second public notices will run and the name of the newspaper in which the public notices will appear must also be provided.
- ✓ That state law requires a **30 day** public comment period prior to permit coverage, therefore permit coverage will not be granted sooner than **31 days** after the date of the second public notice. The public notice may be published simultaneously with other notices such as State Environmental Policy Act notices and Shoreline Permit notices, provided the NOI is sent to Ecology on or before the date of the first public notice.

## Section X. Regulatory Status

Parts A, B, and C request information on any existing NPDES (including a stormwater permit for industrial activity), State Waste Discharge, , individual NPDES permits, and Air permits issued to the facility. In Washington, air emission permits are issued by local agencies or Ecology. They can be referred to by various names such as a permit, an order, or a Notice of Construction. In part D, indicate if your facility has been assigned a State/USEPA Hazardous Waste ID number, and list that number.

#### **Section XI. Certification by Permittee(s)**

This section should be read closely by the applicant. The responsible official or authorized representative of the owner must print his or her name for clarity, then sign and date the document. Ecology recommends that the site owner sign the application.

In the case of corporations, the NOI must be signed by a responsible corporate officer or a authorized representative, if such representative is responsible for the overall operation of the site from which the discharge originates.

For a partnership, the NOI must be signed by a general partner.

For a sole proprietorship, the NOI must be signed by the proprietor.

For a municipal, state or other public agency, the NOI must be signed by either a principal executive officer, ranking elected official or other duly authorized employee.

#### **Questions**

Questions concerning proper completion of this form may be directed to the Department of Ecology by calling (360) 407-6437 or send email to [imat461@ecy.wa.gov](mailto:imat461@ecy.wa.gov).